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PERSONNEL DIRECTOR MEMORANDUM NO. -53

SUBJECT : Personnel Office Processing of Part-Time and  
"Summer-Only" Personnel

REFERENCE: PDM No. 52-53, Part-Time and "Summer-Only" Employment  
of Dependents of Agency Personnel, dated 17 July 1953

## 1. General

Transactions and Records Branches will prepare Standard Form 52 as indicated below in order to furnish the Machine Records Branch, General Services Office and the Fiscal Division, Comptroller's Office with pertinent data relative to all Personnel actions involving part-time and summer-only personnel which is not included on Form No. 37-53A, Personal Service Contract.

## 2. Procedure

a. Prepare an original and four carbon copies of the SF-52, used as Notification of Personnel Action.

b. The words "TEMPORARY/PART-TIME" will be shown in the box in the upper-right-hand corner of the SF-52. (Suitable rubber stamps have been ordered for this purpose. In the interim, the words will be printed with red pencil.)

c. The following terminology will be used in connection with accession actions:

"Temporary Appointment (Contract No. \_\_\_\_)

OR

"Part-Time Appointment (Contract No. \_\_\_\_),  
as appropriate.

d. On "in-service" and separation actions the nature of the action will be followed by the Personal Services Contract number.

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e. Item No. 7, CS or Other Legal Authority, will be completed as follows:

PL 110

PSC # (Personal Service Contract Number)

f. All other items on the SF-52 will be completed in accordance with existing requirements.

g. One copy of the SF-52 will be attached to each copy (with the exception of the Contractor's Copy) of Form No. 37-53A, Employee Services Contract, and distribution will be made as indicated on the latter form.

**GEORGE E. MELOCH**  
Personnel Director

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